**Read&Write Gold 5 for Mac**

**The Toolbar**

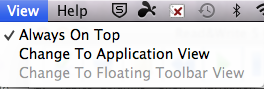
|  |  |
| --- | --- |
|  | **Spell Checker** - click this button to check your spellings. Click Play on the main toolbar to read the dictionary definition aloud. When the correct spelling has been identified, click on the ‘Change’ button. |
|  | **Word Prediction** - click this button to open or close the word prediction window. Start typing in Pages or MS Word 2008 and words will be predicted. Click on this icon to check the meaning of the word; click on this icon to insert the suggested word into the document; click on this icon to have the word read aloud and click on this icon to read the definition aloud. |
|  | **Dictionary** - click this button when you have selected a word to look up in the dictionary. Alternatively, click the button before selecting a word, then type the word into the text box. Definitions can be read aloud by clicking Speak within the Dictionary window. |
|  | **Picture Dictionary** - You must be online to use this feature. An image of the word will be displayed. Click on the dictionary icon to get a text definition of the word. Double click on an image to place it in an open Word or Pages document next to the selected word. |
|  | **Sounds Like and Confusable Words** - click this button to identify same sounding and confusable words. Definitions can be read aloud by clicking Play. Click ‘Replace’ when you have selected the correct word. |
|  | **Verb Checker** - click this button to see a verb table with conjugation options for a selected verb. Click Play to hear them read aloud and click the Replace button to add the selected verb into your document. |
|  | **Rewind** - click this button to have the previous word, sentence or paragraph spoken to you. |
|  | **Play** - place your cursor where you wish the text to be spoken. Click this button to hear it read aloud. There are two ways of reading a website, either select text and click Play, or go to Speech on the Read&Write 5 GOLD for Mac menu bar, select Speech menu, Safari Web Highlighting and hover your mouse over the text. |
|  | **Pause** - click this button if you wish to have any current speech paused. Resume with another click. |
|  | **Forward** - click this button to have the next word, sentence or paragraph spoken aloud. |
|  | **Stop -**  click this button to stop any speech. |

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| --- | --- |
|  | **Screenshot Reader** - click this button and drag the mouse over any inaccessible text you wish to read e.g. locked PDFs or inaccessible flash. |
|  | **Speech Maker** - click this button to convert text to MP3 or AIFF formats. Select a piece of text, click the Speech Maker button and then click on convert. Settings can be changed in the settings tab. |
|  | **Scan** - click this button to OCR/Scan a paper document to PDF, MS Word 2008 and upwards, Pages, HTML or Read&Write GOLD. |
|  | **Fact Mapper** - You must be online to use this feature. Then click this button to create a visual representation of facts and ideas on screen. |
|  | **Screen Masking** - click this button to tint the window. In Preferences, you can change the masking type and options. |
|  | **Translator** - You must be online to use this feature. Select a word from a document or website and click this button to translate it using Single Word Translator. You can change the language in Preferences. The Paragraph translation option in the dropdown menu allows you to select whole paragraphs to translate into the language of your choice. |
|  | **Study Skills** - use the buttons to highlight and collect sections of text. You can also highlight words to automatically create a vocabulary list with definitions and images. |
|  | **Vocabulary Builder** – Enter vocabulary words and have RWG generate definitions and images in a Word or Pages document. Internet connection required. |
|  | **PDF Aloud** - click this button to launch Adobe Reader. Open your PDF document. On the PDF Aloud toolbar, select ‘Click and Speak’. Click on the text to have it read aloud. |
|  | **Text Transfer** - click this button to transfer text when you are in Application View. |
|  | **Preferences** - click this button to modify all preferences. |
|  | **Resize** - click this button to switch between application view and floating toolbar view |

**Using Read&Write Gold 5 for Mac as a Reading Support:**

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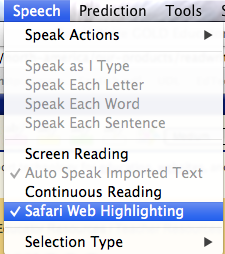
* **WORD Documents:** 
  + Open your word document.
  + Open RWG 5. Ensure that under the RWG View toolbar, “always on top is selected” (default setting).



* + Now click on the text in the word document to select where to start reading.
  + Then click on play in the RWG toolbar.

**Macintosh HD:Users:karlaholt:Desktop:Screen Shot 2012-06-20 at 2.20.42 PM.png**

* **Safari Web Pages** 
  + **Note:** RWG will only read aloud Safari web pages (not Firefox or Google Chrome web pages).
  + **Open Safari**
  + **Open RWG (**Ensure that under the RWG View toolbar, “always on top is selected” (default setting))
  + Under the Speech Menu, select Safari Web Highlighting

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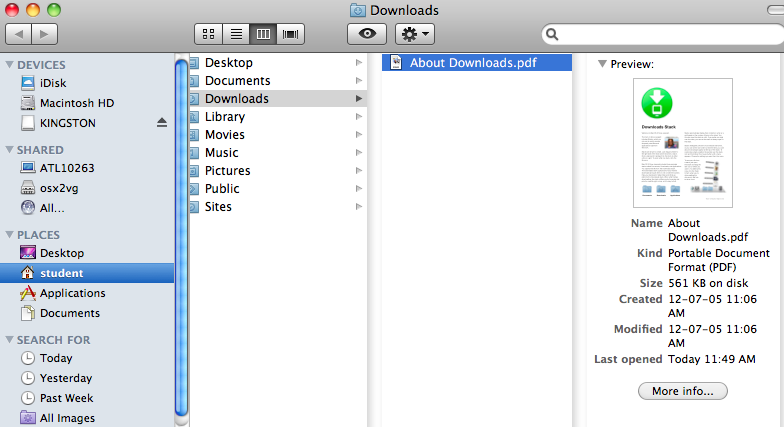
* Hover mouse over text in Safari to have it read. This takes a few seconds the first time but is quicker after that. The forward and backward blue arrows can be used to continue reading or reread text.
* Note: Speech –> Screen Reading – is for auditory support when hovering over buttons or menu options in general, not specifically Safari.

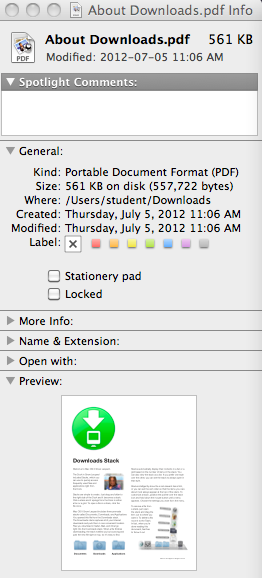
**Using Read&Write Gold 5 for Mac as a Reading Support Con’t**

* **PDFs**
* **Notes:** 
  + :::Desktop:Screen Shot 2012-06-26 at 1.41.16 PM.pngNot all PDFs are created equally. In order for a PDF to be “readable” it needs to be a readable pdf.
    - If a PDF is not readable, you could use either the screen shot reader tool in RWG to take a screen shot of the text to read.
    - Or you can convert a PDF to a readable PDF. See page 6 for instructions on converting to a readable PDF.
  + The PDF aloud feature is only available in **Adobe Reader** (not in Preview). Adobe Reader may not be set as your default PDF reader.

**To set Adobe Reader as your default:**

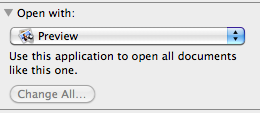
Find a .pdf file and click on it (single click)



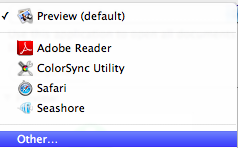
You will see a preview of the document and some information about it. At the bottom, click on the ‘More info …’

You will see this

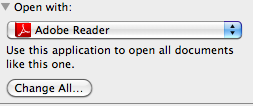
Click on the little grey triangle beside ‘Open With’



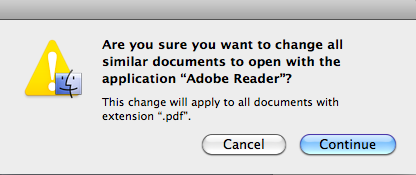
Then click on the arrows in the blue box beside ‘Preview’



Click on ‘Adobe Reader’



Click on ‘Change All…’

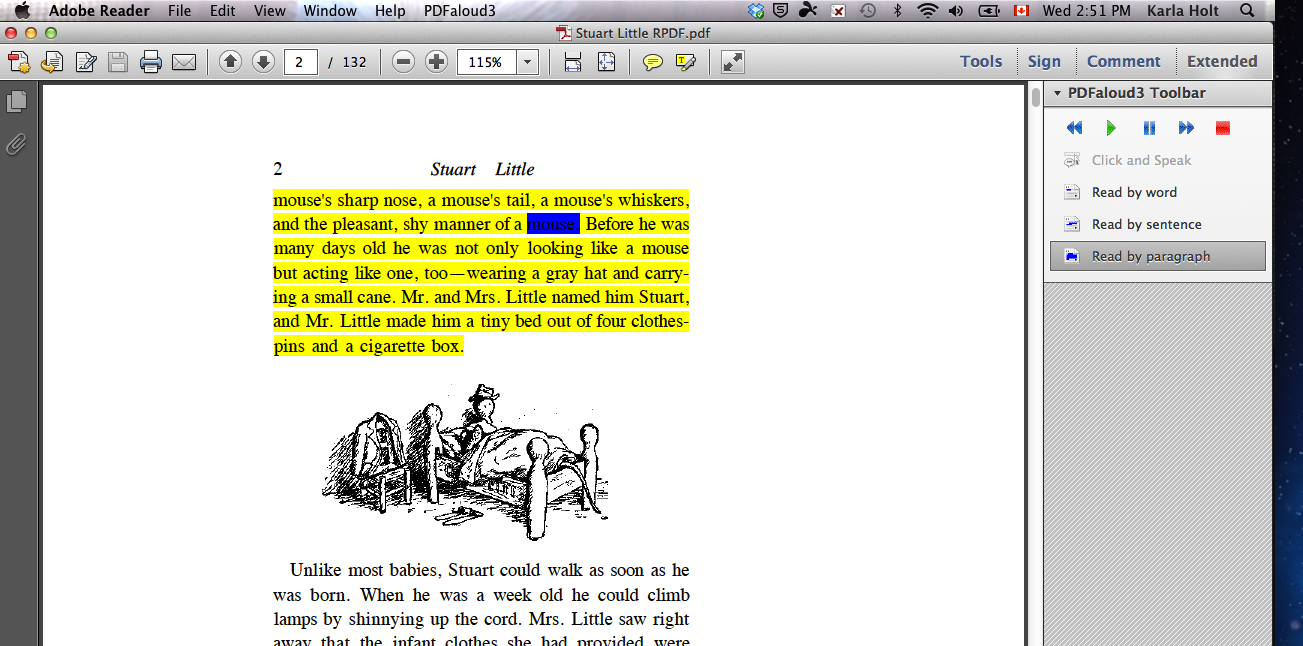


Click on continue

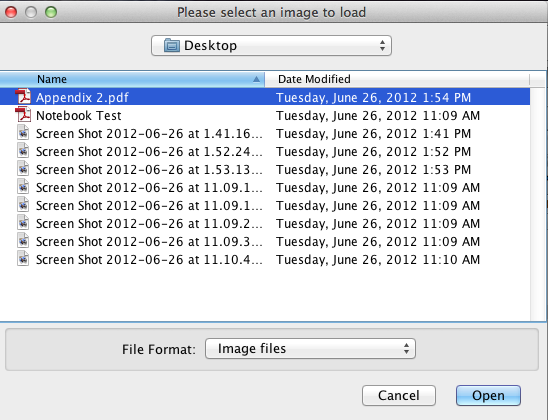
Adobe should now be the default for opening all PDFs.

**When you have a readable PDF:**

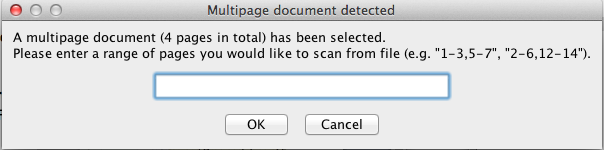
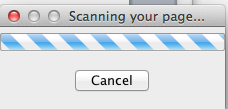
* + Open the document (note: there is no need to start Read&Write Gold)
  + Click on the word ‘Extended’ on the right hand side of the toolbar
  + Click on the words ‘PDFaloud3 Toolbar’ that has now appeared
  + Click on the pointer finger and the paragraph (or sentence) icons
  + Click in the text where you wish to begin reading aloud

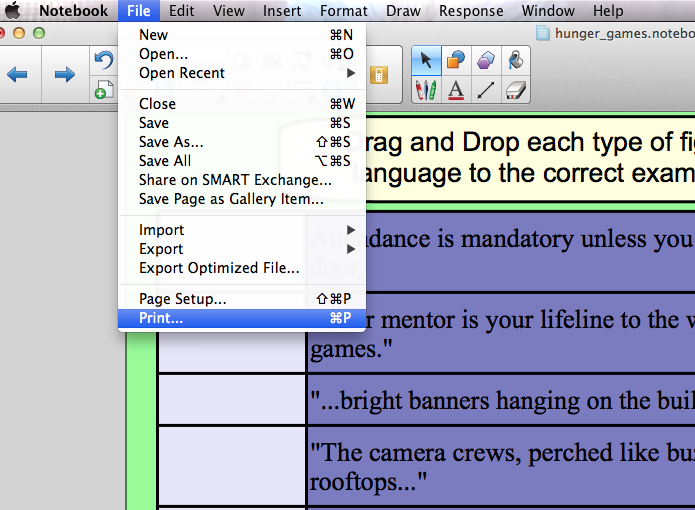
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**Creating a Readable PDF From A Scanned Document or from a non-readable PDF.**

1. Scan your text or document (if applicable). Save the scanned PDF on your computer.

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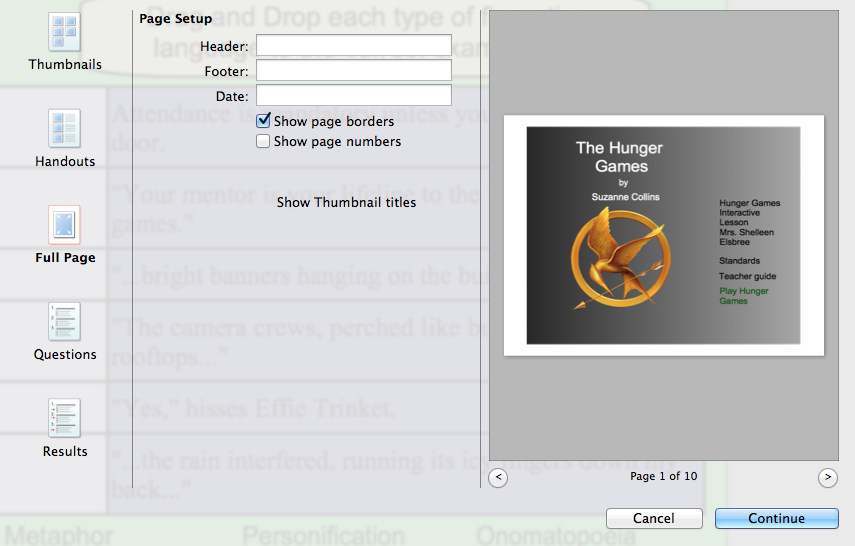
1. Open RWG 5. Click on the Scan icon.
2. Browse to your file. Click on open.
3. Select the pages to convert. Leave this blank to convert the whole document. This will take a few minutes.
4. When completed, the readable PDF will open. Be sure to save the new readable PDF on your computer. (File>Save As...PDF

**Creating A Readable PDF From A SMART Notebook File:**

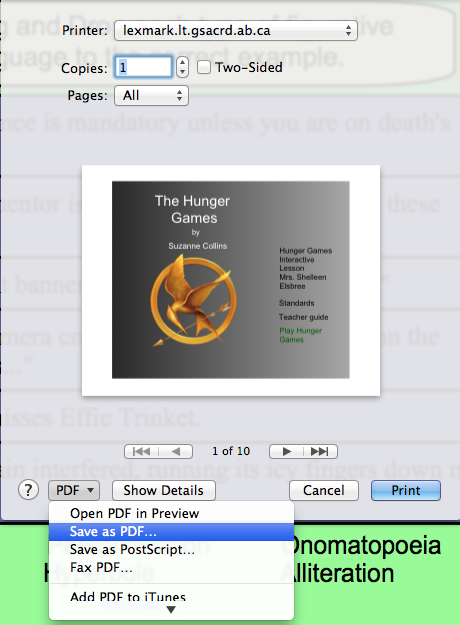
1. Open your Notebook File.
2. Go to File>Print.
3. Then select the page size –

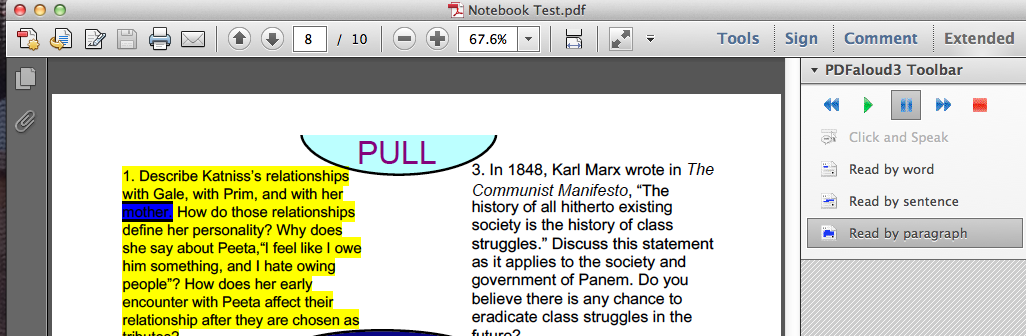
usually Full Page.

1. Select Continue.



1. From the PDF Menu, select Save as PDF.
2. Give your file a name, choose where to save it and press save.
3. Now open your PDF (it is readable when saved in this way) with adobe reader and use the extended toolbar as outlined on page 2.

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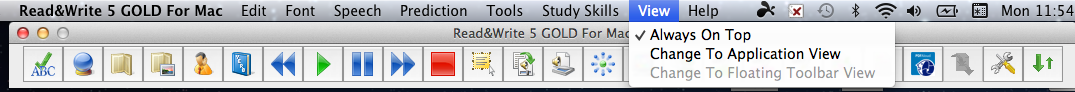
**Using Read**

**The Screenshot Reader in RWG 5**

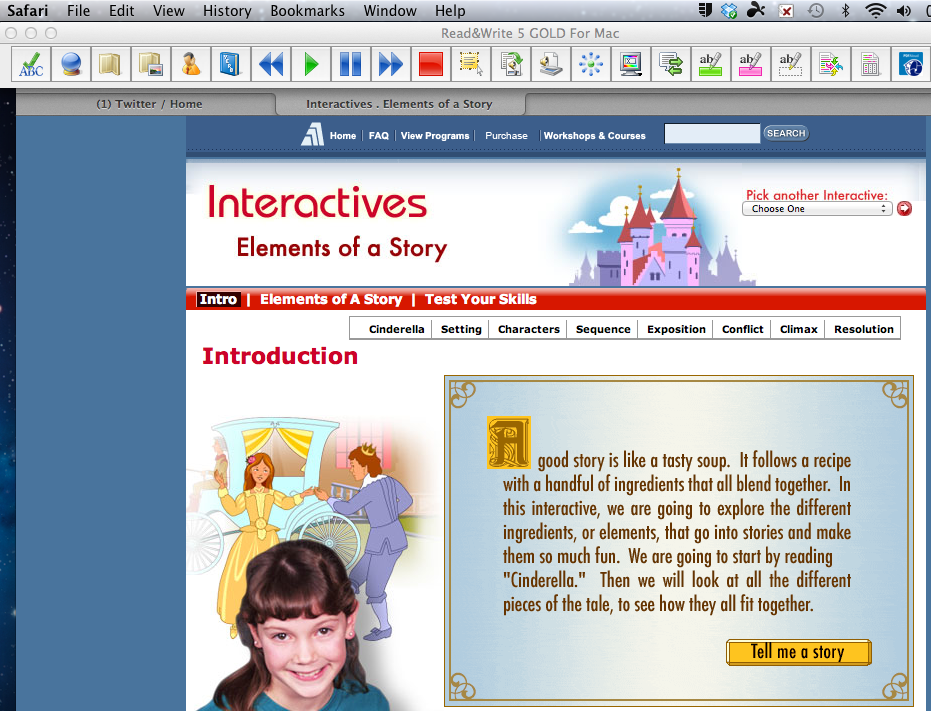
The screenshot reader in RWG 5 will take a picture of *anything* on your computer and “read” it. This is particularly useful for non-readable PDF files, image files and flash files from the Internet. In addition to the screen shot reader, RWG 5 reads aloud all word documents and text from Safari using Safari Web Highlighting.

**To use the screenshot reader:**

1. Open Read & Write Gold 5
2. Ensure that “Always on Top is selected” from the view menu.



1. Locate the text you want to read aloud from *any application* (website, flash file, image, PDF).
2. Now select the screen shot reader tool and click to draw a box around the area you want to be read aloud.

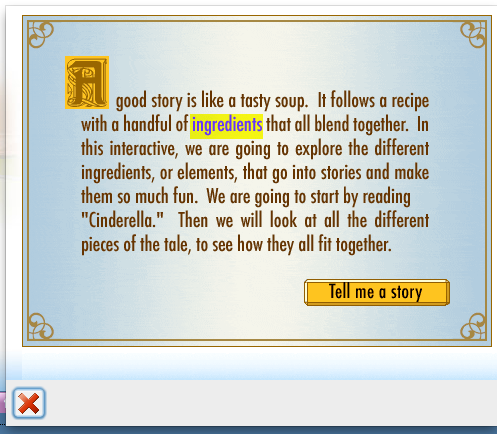


Click and drag diagonally to draw the box around the area you want to read aloud.

1. You will see a brief message: Screen Analyzer in Progress.

:::Desktop:Screen Shot 2012-05-14 at 12.10.34 PM.png

1. Then a box will pop open on top of your screen.



The text will automatically be read aloud. You can replay it by pressing the green play button.

1. When you are finished with the screenshot, click on the red x to close it.

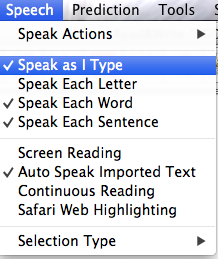
**Using Read&Write Gold as a Writing Support**

There are two ways to use RWG as a writing support:

* Directly in Word or Pages documents.
* In RWG (application view) then use the text transfer tool to paste into Word or Pages.

For RWG to read aloud your writing:

1. Click on the Speech Menu>Speak as I type. Choose Speak each word and Speak each Paragraph.

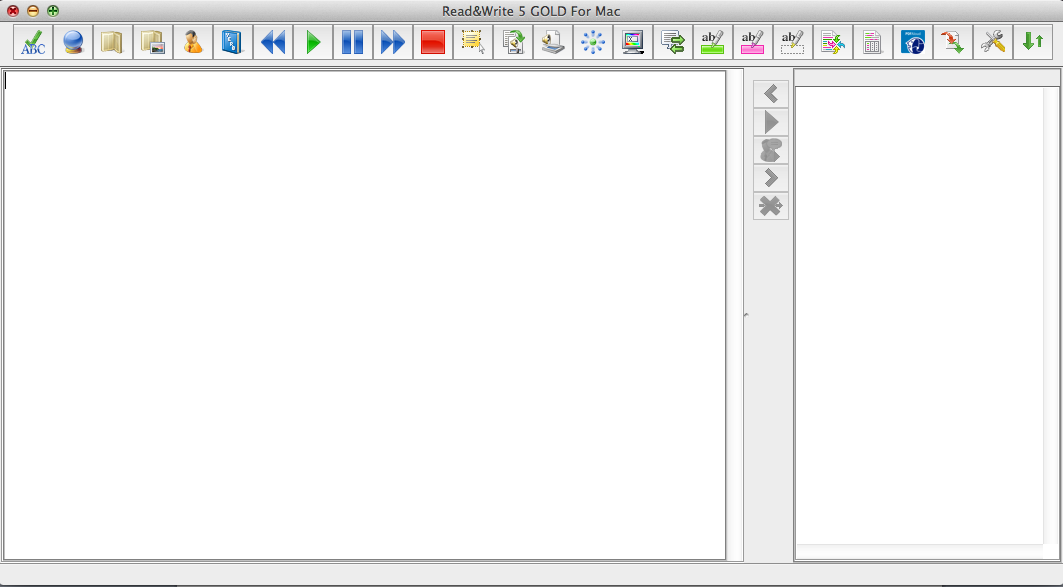


**Using Read&Write Gold in Application View:**

Writing directly in RWG can be advantageous to some students.

To write directly in RWG:

1. Open Word/Pages. (RWG is a tool to assist with writing but you cannot save documents here. Anything written directly in RWG must be transferred to Word or Pages and saved there. Click on the blank page to ensure it’s active.
2. Open RWG.
3. Click on the Resize tool.
4. This creates a “writing space” under the toolbar.

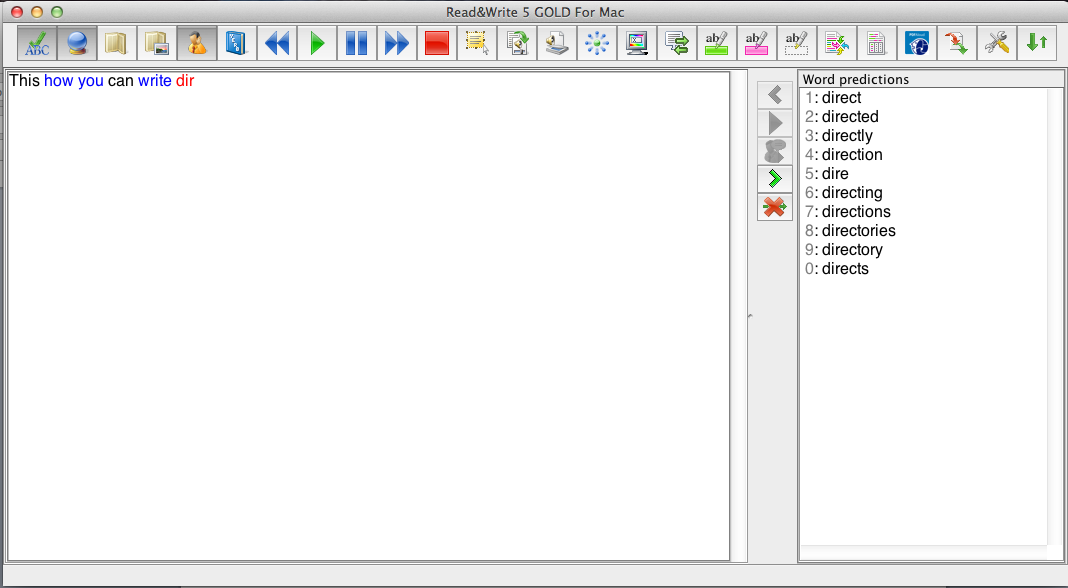


**Preferences**

**T**

**Picture Dictionary**

1. Now select the tools to use to support writing.
   1. Spell Checker
   2. Word Prediction
   3. Sounds Like and Confusable words (optional)
2. When you begin to write, mis-spelt words are in red, confusable words are in blue and the word prediction list is on the side.

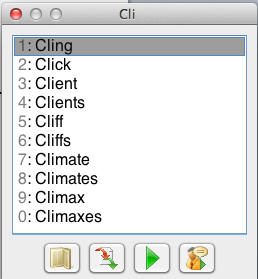


Select a word then use the play button, dictionary or arrow to insert.



7. When you are finished writing, click on the Text Transfer tool to transfer your text to the Word or Pages document. Save your Word or Pages document.

**Using Read&Write Gold Directly in Word or Pages:**

1. Open Word or Pages.
2. Open RWG. You will see your RWG Toolbar on top of the Word/Pages Toolbar.
3. Select the Word Prediction icon so that it is grayed out on the toolbar.
4. Now when you type you will see a box with word predictions.
5. Use the tools at the bottom of the box.

Look up definition of selected word.

Transfer selected word to the document.

Read aloud selected word.

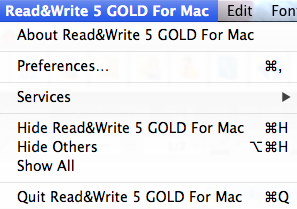
Read aloud selected word’s meaning.

**Customizing the RWG Toolbar**

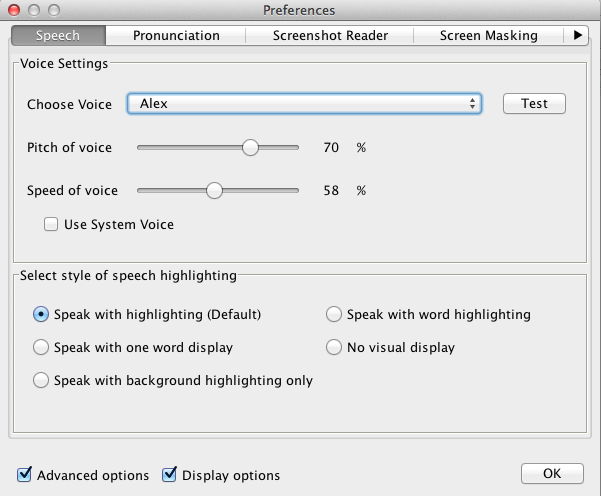
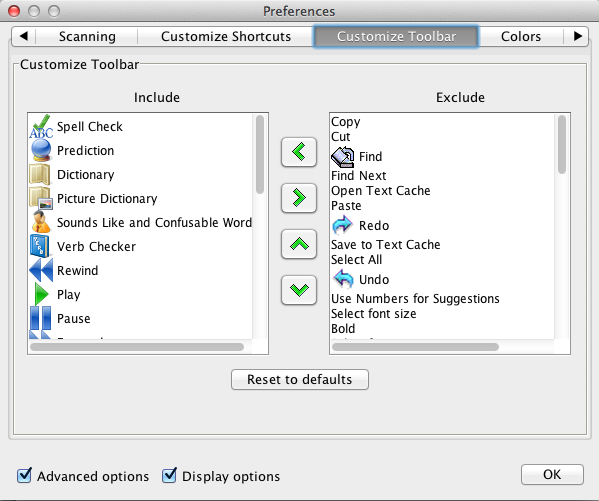
Some students will prefer to use a smaller, less conspicuous toolbar.

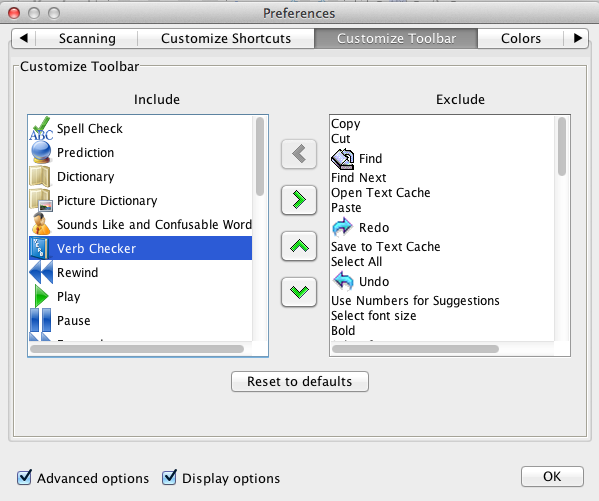
To customize the toolbar:

1. Click on the Preferences tool  or under Read&Write 5 for Mac select Preferences.

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2. Click on the arrow until you get to “Customize Toolbar”.

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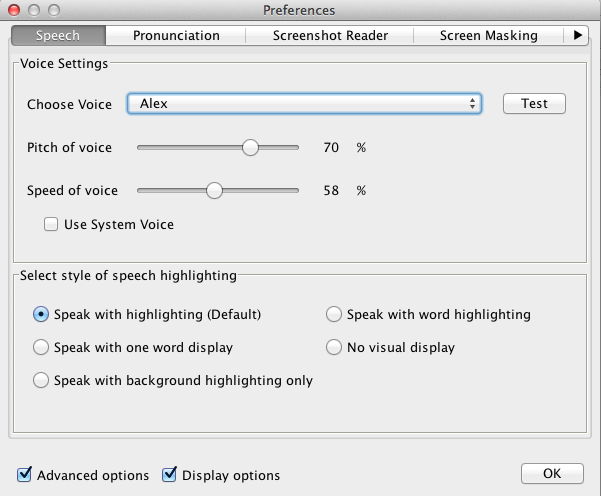
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Select the tools to Include/exclude then select the arrow to send them to the correct column. Click on OK when done.

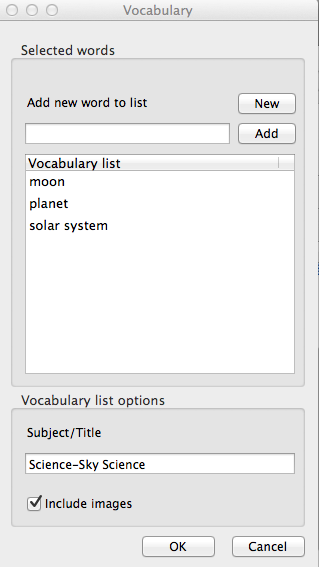
**Changing the Voice in RWG**

1. Click on the Preferences tool  or under the Read&Write 5 for Mac Menu select Preferences.

2. Click on the Speech. Select a new voice from the drop down menu. Click on Test. Adjust the speed or pitch if necessary. Click on OK.

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**The Vocabulary Builder Tool**

1. On the RWG Toolbar, choose the Vocabulary icon.
2. This box will appear. Insert your vocabulary words in the

box then click add.

1. Click on OK.

4. RWG will generate a table with the word, image and

definition. This table can be copied and pasted into other

documents or files.

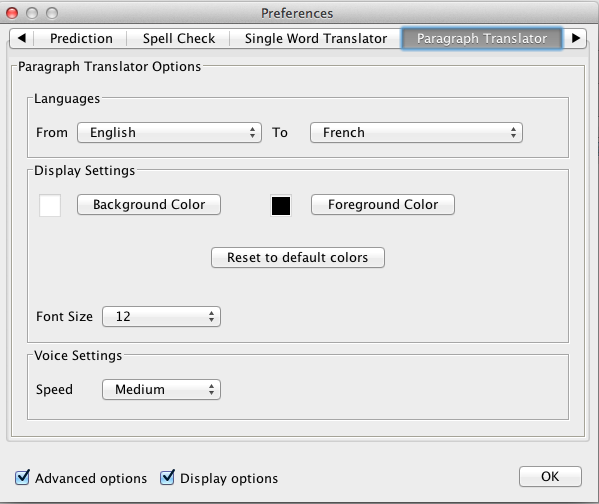
|  |  |  |  |
| --- | --- | --- | --- |
| **Word** | **Meaning** | **Symbol** | **Notes** |
| **moon** | A large round object that moves around the earth and reflects light from the sun; "I would love to stand on the moon" |  |  |
| **planet** | One of the large objects that move about in space around a source of light; "We live on the planet earth" |  |  |
| **solar system** | solar system -- the sun with the celestial bodies that revolve around it in its gravitational field |  |  |

**The Translator Tool **

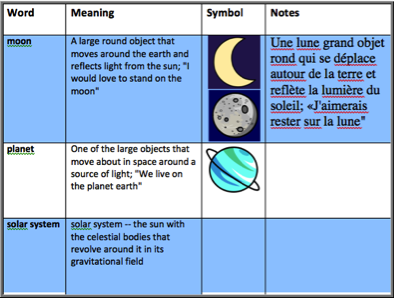
1. Open RWG. Internet required.
2. Highlight text to translate (under 1000 words). Click on the Translator Tool.
3. A web browser (or new tab) will open with the translation.

To change the translation language:

1. Click on the Preferences tool  or under the Read&Write 5 for Mac Menu select Preferences.
2. Click on the arrow until you get to “Single Word Translator &/or Paragraph Translator”. Choose your language. Click OK.



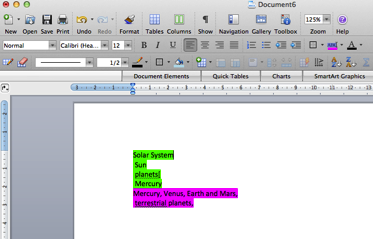
Tip: Combine the translator tool with the vocabulary builder to create word lists for ESL students. Translate the word definition and then copy and paste it into the Notes column.

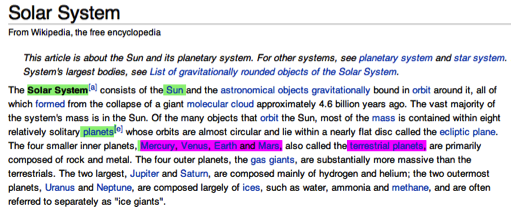


**The Highlighting Tools in RWG**

1. Use RWG highlighting tools to highlight facts on a Word Document or Webpage.

2. Click on the Collect Highlights Tool to gather facts in a Word document.

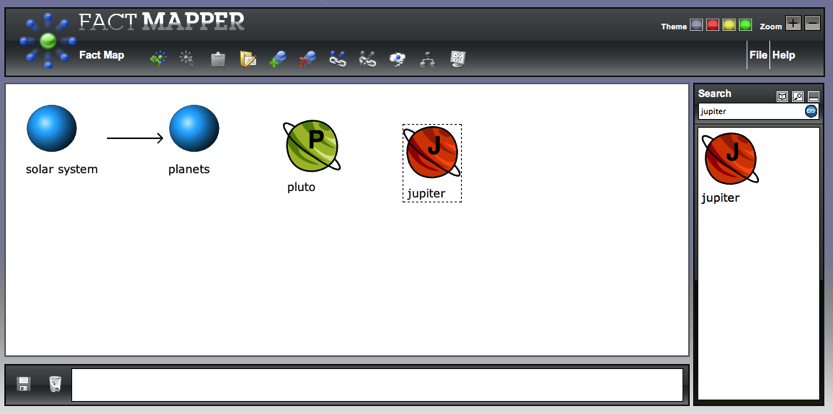




**The Fact Mapper Tool in RWG**

In RWG, click on the Fact Mapper Tool. This opens your web browser to an online fact mapper. This can be exported to Word or printed by selecting File.

Add a fact



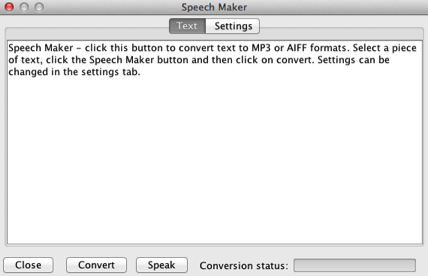
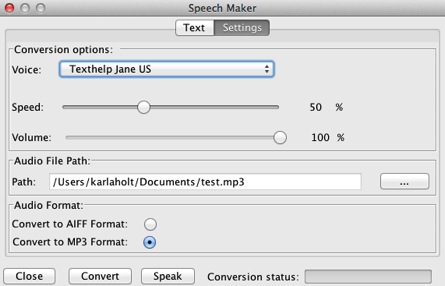
**RWG Speech Maker**

Convert text to MP3 or AIFF formats.

Select a piece of text, click the Speech Maker button and then click on convert.

Voice settings can be changed in the settings tab.

1. Choose where to save file.

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2. Convert

**RWG Web Apps**



The Read&Write Web app works on iPad, android tablets and PC or Mac computers for reading aloud webpages

* To set up the toolbar as a book mark go to http://apps.texthelp.com/ on your device.
* Click on log on:
  + **User Name: gsacrdwebapps**
  + **Password: gsacrdwebapps**
* Choose Read&Write Web then Read&Write Web Installation Insructions. For iPad instructions, click here: http://apps.texthelp.com/WebApps/Read-and-Write-Web-Installation-Instructions-iPad
* Follow the onscreen instructions to complete the installation.